

Written Responses to Written Questions
RFP# 09-004-ACCD, Kalispell Prerelease Center

- 1) Are start-up costs (e.g., furniture, equipment, renovation costs, etc.) to be outlined separately from the per diem rate or are they to be amortized and included in the per diem rate?

The Department prefers that all costs are included into a per diem rate. However, the Department may consider such offers in accordance with the evaluation criteria established for costs and within the Department's ability to "front" the startup costs.

- 2) Are UA's to be conducted by pre-release staff? If so, are we allowed to piggy-back off the DOC contract for such services? What are the costs per test and for confirmations? What is the required frequency for testing offenders? Are BA's required as well?

Yes, the Contractor shall conduct regular, random urinalysis (UA) screening of all offenders and submit quarterly reports to the Contract Programs manager outlining the total number of UA and BA samples taken and tested, how many of these samples were positive, and what substances they were positive for. The Department will develop a program spreadsheet for the Contractor to use in reporting urinalysis information. The Contractor shall develop a Urinalysis Screening policy and submit it to the Department annually.

The Department does not have a contract for UA/BA services. All costs related to this testing shall be incorporated in the per diem rates. However, if the Contractor believes that an offender may need more UA' or BA's then is "random", you can charge the offender to help with that cost. This charge to the offender should not, however, adversely affect the offender's ability to complete the program in the allotted time frame.

- 3) On page 16 Section 3.5.1 – please define "timely turnaround."

From the time a screening packet is received by the Contractor until it is screened and an acceptance/denial decision is made is ten (10) calendar days. Once screening has occurred, the Department requires the results distributed within 24 hours.

- 4) Page 17 Section 3.5.4 – please define "reasonable time."

If an offender is removed from the Program pursuant to a violation or an administrative request that results in a DOC Hearings Officer declaring them Program Ineligible, then the offender will need to be placed into the local county jail by the Contractor at the expense of the Department. The Department will then transport offender from the local county jail to a Department facility.

- 5) Page 20-21 Section 3.5.17.1 – please provide more detail on the Work Positions. How frequently does this occur? What percentage of the population would fall under this category? What types of jobs are acceptable to DOC?

The Contractor may request placement of an offender as an inmate worker by submitting to the Contract Programs Manager a work position agreement, signed by the offender, that sets forth a description of the work assignment, compensation, length of assignment in the position, and counseling services to be provided. The Contractor shall have no more than 7% of total contracted beds to be filled with inmate workers, unless prior approval from the Department to exceed this amount has been received. Inmate workers may remain in the position for a maximum of six months, unless approved by the Contract Programs Manager.

The Contractor shall provide inmate workers room and board exempt from the service charges that apply to traditional program participants. During the offender's placement in an inmate work position, the Contractor may charge the Department the daily per diem rate assessed regular program participants. Out of this per diem, the Contractor shall pay inmate workers a minimum of \$6.00 and a maximum of \$12.00 per day for their work.

Jobs typically associated with work positions are kitchen assistance, janitorial assistance, grounds keeping, naming a few.

- 6) Page 24 Section 3.8 – what is the average amount per month that offenders pay towards their room/board, if any? Is there a cap on the amount? What is the average percentage of collection of such fees?

Per ARM 20.7.201, offenders must pay at least seven (\$7.00) dollars per day. A cap will be negotiated with the successful offeror.

- 7) Page 24, Section 3.7.5 – is there a contact person to speak with about the specific system requirements so that we can estimate costs? Or, can these be provided?

The Department requires that all software meet the State's Software Standards, located at <http://itsd.mt.gov/policy/software.asp>. If additional information is needed, please contact the Procurement Officer for this RFP with specific concerns.

- 8) If a contractor wants to propose more than one site, can one proposal be submitted with distinct notations of the site locations (and associated per diem rate) or must separate proposals be prepared and submitted for each proposed site?

One proposal with designations as to the primary site and alternative sites with respective designs and costs, relative to each location is acceptable.

- 9) It states in the RFP that the facility is excluded from Zoning classifications R1 thru R5 and RA1 thru RA3.
- Does this mean that ALL other zoning classifications would work?
 - Is there a specific zoning classification that the facility needs to meet? What would that be?
 - Does the facility need to be classified commercial, multi-family, or residential?

All other zoning classifications are potential sites. Offerors need to work with local zoning officials to verify the viability of their potential site location.

- 10) How does the state want us to respond to sections one and two of the RFP? Do we need to provide an answer to each section and sub-section? Can you please provide a formatted answer to these questions that we can follow to answer the points in section 1 and 2?

An acceptable response is identified in section 1.7.1 of the RFP.

- 11) Will the MDOC object to our seeking a federal contract for a portion of the facility?

The Department does not object to a Contractor utilizing the facility to house Federal or County inmates as long as the program requirements outlined in this RFP are not interfered with.

- 12) What are quarterly offender analysis screening reports? What format and information do they contain? Regarding to 3.5.16.

Quarterly offender analysis screening reports are the total number of offenders screened for acceptance. The Department needs the number accepted, denied, and the reason for any denials.

- 13) Where can we find MDOC policy on size of common areas, number of sinks, showers, and toilets required, and “unencumbered” space requirements for sleeping areas?

The Department does not have a policy with regard to size of common areas, number of sinks, showers, toilets required, and “unencumbered” space requirements for sleeping areas. Please refer to 3.7.1 ACA Standards.

- 14) Are there any specific drug testing requirements, such as frequency, positive results, etc.?

Refer to response number 2.

- 15) Regarding 3.7.5, we are considering “A.L.E.R.T Systems” software found on www.grip-enterprises.com to track residents, handle criminogenic components of case management, and track visitors and victims. Otherwise, we use Microsoft 2007 software. I know the Microsoft 2007 should be compatible, but would you be concerned about “compatibility” issues with A.L.E.R.T?

The Department requires that all software meet the State’s Software Standards, located at <http://itsd.mt.gov/policy/software.asp>.

- 16) Section 1.1 on page 4 of the Kalispell RFP# 09-004-ACCD, does the owner/operator of this facility need to be a Montana based not-for-profit?

Yes, the Department must contract with a non-profit Montana corporation per 53-1-203 (1)(c) MCA.

- 17) How can one respond to ALL sections? Is your intent to have us respond to section 3, 4, and 5 only?

Refer to response number 10.

- 18) Is the definition of “Inmate/offender” correct?

No. The definition of Inmate/Offender is as follows:

INMATE/OFFENDER means an adult who has been sentenced to the MDOC, Montana State Prison, Montana Women’s Prison, or Regional Prison and who resides in a Prerelease Center.

- 19) What is the maximum cost allowable for the RFP?

The Department has not set a “maximum” per diem rate. Evaluation of cost and application of points will be done in accordance with section 6.1.

- 20) What criteria will be used to determine that a proposal is non-responsive based on financial reasons?

The Department has not yet determined what criteria will be used to define responsive/non-responsive in regard to financial statements.

- 21) Will DOC provide one time transitional start up costs to the successful bidder outside the RFP cost factor?

Refer to response number 1.

- 22) At what point will discussion/negotiation or a “best and final offer” take place in the process?

Discussion/negotiation may take place after the initial consideration of all offers, if initiated by the Department. A ‘best and final offer’ may be requested by the Department after all discussion/negotiation have taken place.

- 23) Can we observe this process and have the ability to negotiate ourselves if we are not the highest scoring offeror?

Offerors can observe the evaluation of offers by the evaluation committee, as this is a public meeting that will be posted on the Department’s web page 72 hours prior to the beginning of the evaluation, but will not be allowed to interact with the evaluation

committee. A negotiation will only be allowed if the offeror is asked for a “best and final offer.”

24) Who will be on the evaluator/evaluation committee?

The evaluation committee will consist of Department staff and appropriate personnel.

25) Will you notify us when these discussions/negotiations take place?

The Department will not notify all parties when discussions/negotiations take place.

26) Please clarify the sentence “Information or materials presented by offerors outside the formal response or subsequent discussion/negotiation or best and final offer, if requested, will not be considered”.

Any information or materials presented by offerors outside the formal response will not be considered, unless information is specifically requested by the Department.

27) Is it correct that the successful offeror will be responsible to organize and conduct the Public Hearing?

Yes, the successful offeror will be responsible for organizing and conducting the Public Hearing.

28) Will DOC be responsible for conducting the survey including the cost thereof?

Yes, the Department will be responsible for conducting the survey, including the cost thereof.

29) What happens if a proposed site is rejected during the public hearing process?

If a proposed site is rejected during the public hearing process, the Department will work with the Contractor to establish another site.

30) Can a bidder propose more than one site?

Yes, refer to response number 8.

31) If a bidder proposed more than one site, must the bidder submit two separate proposals in their entirety?

No, refer to response number 8.

32) The information given under this section seems redundant to much of what is outlined in section 3.6. Please clarify the difference between the two sections.

Section 3.5.20 is specific to job counseling. Section 3.6 is overall offender programming.

- 33) Is it DOC'S intent to have a Transitional Living program as a part of the programming in this facility?

Yes, it is the Department's intent to have a Transitional Living Program.

- 34) Is it not true per Montana statute that a provider must be a non-profit organization registered in the State of Montana?

Refer to response number 15.

- 35) When you speak of "client", are you referring to coordinating agencies that work with our clients also? i.e. treatment agencies, government entities

The term "Client" refers to parties that are using or have used the supplies and/or services of the type proposed in this RFP.

- 36) Are you requesting references about our organization?

Yes, the Department is requesting references about your organization.

- 37) Are resumes required of all individuals who are gathering information and writing portions of the response to this RFP?

As stated in 4.1.2, resumes are required of all "key" personnel.

- 38) Are resumes required of all individuals who will be involved in training in the new facility even if they will not be working there?

Refer to response number 37.

- 39) Are you requiring that the audit for the fiscal year that just ended June 30, 2008 be one of the "three consecutive years immediately preceding the issuance of this RFP"?

The Department requires financial statements for three (3) consecutive years immediately preceding the issuance of this RFP. The Department prefers that the financial statements are audited.

- 40) Can it be a financial statement that is not yet audited?

Refer to response number 39.

- 41) There are conflicting statements regarding how long records are to be maintained between these two documents. Could you please clarify the retention time of records?

Retention time of records is stated in Section 3.5.2. The information supplied in Appendix B, Contract, is a sample document only. The Contract for services will be negotiated once the award has been made.

- 42) There are conflicting statements regarding the amount of coverage between these two documents. Could please clarify the required amount of coverage?

Insurance coverage is stated in Section 1.10. The information supplied in Appendix B, Contract, is a sample document only. The Contract for services will be negotiated once the award has been made.

- 43) We ask that the language in section two of our existing contract which was negotiated with all the pre-release centers be inserted into the section two of Appendix B, which currently has no language. Are you inclined to do that?

Please note that page 36 of the Appendix B would support this based on language that refers to Part 2, Paragraph B of the existing contract.

Any contract that may result for Prerelease Services in Kalispell, as a result of this RFP, is in no way associated with any other the current Prerelease contract. Any existing contracts between the Department and Prerelease Contractors will not have any affect on a proposed new contract for a Prerelease Facility located in Kalispell.

- 44) Recognizing that rates will be negotiated, we ask that all other language in section three of our current contract be added to Appendix B section three (compensation section). Are you inclined to do that? Please note that page 38 of the Appendix B would support this based on language that refers to Section 3(19) of the existing contract.

Refer to response 43.

- 45) We ask that the existing language of the contract negotiated between DOC and the State pre-release centers be added to Appendix B #7 regarding Ownership and Publication of Materials. Are you inclined to do that?

Refer to response 43.

- 46) We ask that the existing language of the contract negotiated between DOC and the State pre-release centers regarding arbitration be added to Appendix B #9. Are you inclined to do that?

Refer to response 43.

- 47) We ask that the existing language of the contract negotiated between DOC and the State pre-release centers be added to Appendix B #7 regarding termination of this agreement. Are you inclined to do that?

Refer to response 43.

48) We ask that if we obtain funding for this project through the Montana Health Facility Authority (MFFA) that all language pertaining to their funding requirements as noted in our existing contract be added to Appendix B. Are you inclined to do that?

[Refer to response 43.](#)